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CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-13 [CALEA 22.1.1d]

SPECIAL ASSIGNMENTS

SUBJECT: Special Assignments and Awarding of Special Assignment Stipends.

PURPOSE: To establish what qualifies as a special assignment and establish procedures for awarding special assignment stipends pursuant to Article 21.22 – 21.26 of the CSU-SUPA collective bargaining agreement.

POLICY: It shall be the policy of this Department to select individuals for special assignments based on their skills, knowledge and abilities and to award special assignment stipends to all employees deemed eligible per Unit 8 contract and the following procedures.

PROCEDURE:

I. SUPA Contract Criteria for Awarding Special Assignment Stipends

- A. Employees in all classifications/ranks shall be eligible to receive a monthly stipend of an amount at or between one hundred dollars and four hundred dollars per month as determined by the Chief, to perform one or more special assignments. The stipend shall be paid on a month-to-month basis for the duration of the special assignment. [CALEA 21.22]
- B. Special assignments shall be based on campus needs as determined by the Chief of Police. Special assignments shall be made in writing to affected employees by the Chief of Police in order for the employee to be eligible to receive the stipend. [CALEA 21.23]
- C. An employee shall not be eligible for the special assignment stipend for any assignment that is considered part of his/her primary, regular duties. Special assignments are in addition to those assignments/duties normally expected for the employee's classification/rank. [CALEA 21.24]

II. Categories of Special Assignments

- A. Unrestricted Assignments – those that involve the award of special assignment pay on an on-going basis for the duration of the assignment.
 - 1. Critical Response Unit (CRU) is an example of an unrestricted assignment.
 - 2. If a CRU member voluntarily misses any CRU training, fails to respond to a CRU call-out, or is out on extended sick leave they will not receive a special assignment for any month they are inactive.

3. Other unrestricted special assignments include:
 - a. CRU (Critical Response Unit)
 - b. Crime Prevention Specialist
 - c. DRE- Drug Recognition Expert
 - d. Designated OIC for a Shift Rotation
 - e. Detective
 - f. Evidence Custodian
 - g. FTO-Field Training Coordinator
 - h. Motorcycle Officer
 - i. North County S.W.A.T
 - j. Overtime Coordinator
 - k. POST Training Coordinator
- B. Restricted Assignments – are assignments that the award of special assignment pay is only when a certain level of participation is achieved during a pay period.
1. Task oriented restricted assignments include the following and similar instructional assignments. Special assignment pay will be awarded only in those months where the activity/instruction was actually conducted:
 - a. Bike Patrol Instructor
 - b. Bike Patrol Officer
 - c. Bilingual
 - d. Defensive Driving Instructor
 - e. Defensive Tactics Instructor
 - f. FTO- Field Training Officer
 - g. Less Lethal/Taser Instructor
 - h. OIC
 - i. R.A.D. (Rape Aggression Defense) Instructor
 - j. Range Master
 - k. LIDA (Light Detection and Ranging)
 2. Time oriented restricted assignments include bicycle patrol and Officer in Charge when twenty hours or more is spent in this activity in a given month.
 3. To receive compensation for a restricted special assignment, the eligible employee must submit a memorandum to the appropriate command staff indicating which assignment was performed and for time-oriented assignments, the number of hours performing each assignment.
- III. Documentation
- A. Any employee who performs a qualifying activity must submit a memorandum to the Chief of Police, through Command Staff to be eligible for a stipend award.
 - B. This memorandum must note the type of special assignment with specific activities performed including the date and time.

- C. To qualify for a special assignment stipend all activities must be approved in advance by Command Staff and the Chief of Police.

IV. Review of Specialized Assignments

- A. Annually the Chief will review each specialized assignment for the purpose of determining whether it should be continued. This review will include:
1. A listing of all authorized specialized assignments [CALEA 16.2.1a];
 2. A statement of the purpose of each specialized assignment; [CALEA 16.2.1b]
 3. An evaluation of the reasons for initially implementing the specialized assignment. [CALEA 16.2.1c]
- B. Any openings for specialized assignments in the Department will be posted and will be filled in the following manner [CALEA 16.2.2,16.2.3c,d]:
1. Any individuals who meet the minimum criteria for the position and have an interest in the position will submit a memorandum to the Chief, through the Command Staff, indicating their interest and stating their qualifications.
 2. The selection of who will fill specialized assignments will be based on an analysis of the skills, knowledge and abilities of the interested candidates. This could include training, specialized skills and length of experience.
 3. The Chief will select individuals for assignments based on their qualifications, the needs of the Department and recommendations from Command Staff and Sergeants in the Department.

V. Rotation of Specialized Assignments

- A. Because of the training required, assignment to most specialized assignments will not be on a rotational basis. Most assignments will be for a period of time sufficient to allow for the best use of the expertise gained from time in the position. However, assignment to some specialized positions is designed to be on a temporary/rotational basis. [CALEA 16.2.3a]
- B. Rotation in specialized positions allows for a greater number of officers to receive specialized training and allows for an expanded pool of employees prepared to assume the responsibilities of a number of positions.
- C. Individuals assigned to the system wide Critical Response Unit (CRU) are assigned on a temporary basis for a period to be determined by the CRU Commanders. [CALEA 16.2.3a, b]
- D. The criteria for selection of personnel and the selection procedures for assignments deemed temporary will be the same as those utilized for selection to any
- E. specialized assignment. [CALEA 16.2.3a, b, d]

REVIEWED BY:

S.Willey

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund J. Aguirre". The signature is written in a cursive style with a large initial 'R' and 'A'.

Raymund Aguirre
Chief of Police